



Request for Qualifications

EPA Brownfield Hazardous Substances Assessment Grants City of Council Bluffs, Iowa

Due Date: November 25, 2020 by 12pm CST

1.0 Introduction

In May of 2020, the United States Environmental Protection Agency (EPA) awarded a Brownfields Assessment Grant to the City of Council Bluffs, Iowa.

This is a Request for Proposals (RFP) issued by the City of Council Bluffs, Iowa – hereafter known as “the City.” The intent of the RFP is to request qualified environmental professionals (QEP) consultants with experience in implementing EPA Brownfield Grants. The consultant will be expected to coordinate, direct and oversee the brownfields assessment activities as described below. This work must meet federal requirements for work funded by an EPA Brownfields Grant.

The RFP is open and fair to all QEPs capable and qualified to meet the procurement requirements for grantees, objectives and requirements described in this document. Qualified organizations are encouraged to respond, and include availability to minority/disadvantaged type businesses.

A general overview of the Scope of Work is provided in the following pages. The Scope of Work will be finalized with the selected QEP, and will then be submitted with the contract for approval by the Mayor and City Council. Council Bluffs intends that the contract run from January 2021 to September 2024, or the lifetime of the grant.

2.0 Background

Council Bluffs is located in southwest Iowa at the interchange of Interstate 29 and Interstate 80. The community has a population of approximately 62,230 residents and is part of the Omaha – Council Bluffs Metropolitan Area. The City has a range of topography and landscapes ranging from the relatively flat former floodplains of the Missouri River to the fragile bluffs formed from loess soils that surround the downtown extending to the north/south/east. The community is rich with history and focused on future growth. The City enjoys a varied manufacturing base and significant service and hospitality sector.

EPA's Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. In 2002, the Small Business Liability Relief and Brownfields Revitalization Act was passed to help states and communities around the country cleanup and revitalize brownfields sites. Under this law, EPA provides financial assistance to eligible applicants through five competitive grant programs: assessment grants, revolving loan fund grants, cleanup grants, multipurpose grants and job training grants. Additionally, funding support is

provided to state and tribal response programs through a separate mechanism.

EPA has selected the City of Council Bluffs for a brownfields assessment grant. Previous Assessment Grants allowed the City to begin to inventory, characterize, assess, and conduct cleanup planning on several sites near the vacant former grain elevator operation spanning several city blocks along 1st Avenue and within the West Broadway Corridor Project area. Community-wide hazardous substances grant funds will be used to conduct 15 Phase I Environmental Site Assessments (ESA) and up to eight Phase II ESAs, including Supplemental Phase II ESAs.

This RFP provides the specifications and requirements for prospective applicants to complete a proposal with hourly rates for services.

3.0 Project Description

The City of Council Bluffs has identified several high priority brownfields sites totaling approximately 40 acres in the target area. The EPA has already determined many of the sites to be eligible for assessment using Brownfields Program funds under previous grants. The City selected the properties based on their potential to impact area groundwater and soils, their relative proximity to at least one of the following: residential dwellings, schools, rivers, streams, parks, and/or sensitive populations, and their redevelopment potential. The high priority sites are identified as follows:

Priority Sites
Arts & Cultural District Area
16 th Avenue
Reliance Battery Block
Iowa Highway 275

The City of Council Bluffs will use the Assessment Grant to continue completing Phase I and Phase II ESAs along the South Expressway Corridor area. The ESAs will determine what, if any, contaminants are impacting the targeted sites. The City will work with the EPA and the Iowa Department of Natural Resources (IDNR) through this investigation and analysis to determine how best to manage or remove identified contaminants using risk-based cleanup standards. While these activities focus on improving the environment and protecting human health, the City will also work with the EPA and the IDNR to facilitate redevelopment activities. The sustainable reuse of a site prevents pollution and resource consumption, while simultaneously promoting economic opportunities and a healthy community.

4.0 Objective and Scope

The objective of this project is to identify and delineate contaminants that may exist on properties with potential contamination issues in the) along the South Expressway Corridor area. The chosen consultant will conduct approximately 15 Phase I ESAs, each satisfying the All Appropriate Inquires (AAI) Rule, and up to eight Phase II ESAs, including three Supplemental Phase II ESAs. Grant funds will also be used to conduct cleanup and area-wide planning, and support community involvement activities.

Proposals submitted to the City in response to this RFP must demonstrate how the following tasks will be fulfilled by the Respondent. The evaluation of the proposals will take

into consideration how well the proposal responds to these tasks. The scope of work will be finalized once a consultant is selected and at a minimum include the following activities:

1. Cooperative Agreement Oversight;
2. Inventory and Community Involvement;
3. Environmental Site Assessments (ESAs) (Hazardous Substance);
4. Site Specific Cleanup Planning; and
5. Planning Activities

TASK 1. Cooperative Agreement Oversight:

These activities are associated with the administration of the agreement with EPA for the brownfields hazardous substances cooperative agreement. Consultant services will ensure all reporting requirements are met including regular and ACRES reporting, if ACRES is required. The QEP will be utilized for the preparation of quarterly and annual project progress reports; and administering project closeout and a final report. The reports will highlight the status of tasks, progress made over the reporting period, difficulties encountered in implementing the project, account for financial expenditures, summarize preliminary data and findings, anticipated effort in the upcoming reporting period, any changes in key staff involved in the project, any leveraging and reporting in ACRES, if ACRES is required. All quarterly reports will be filed within 30 days following the end of the reporting period. The administration of the project closeout and submission of a final Report will be completed in compliance with the Cooperative Agreement. The QEP will develop a plan for communicating with city staff on the process and implementation of the Brownfield Grant.

TASK 2. Inventory and Community Involvement:

An inventory of the priority sites has been completed, however, the City, project partners, citizen input and the QEP will establish a secondary brownfield inventory. If funding remains or if access issues arise, additional sites may be assessed. The City and its QEP will develop brownfield program brochures on tasks/sites addressed by cooperative the agreement as needed; perform outreach and conduct public informational presentations/press events and associated materials; prepare and display information pertaining the South Expressway Corridor area; and provide updates, including refining redevelopment plans for the area if necessary. Community involvement will include activities designed to continually engage affected citizens, elected public officials, local non-elected public officials (e.g., planning and zoning staff, health department, etc.), ancillary organizations (e.g., regional economic development organizations, utility companies, and developers, etc.), and media outlets throughout the project period. This task also includes identifying any replacement sites that may be necessary.

TASK 3. Environmental Site Assessments (ESAs) (Hazardous Substance):

These activities will focus on completing Phase I and Phase II ESAs. This task involves the QEP and reporting expenses, printing and other eligible assessment-related expenses. Work plan for the project will be completed by the QEP. Site eligibility determinations for the priority sites will be sent to EPA for eligibility approval prior to Environmental assessment work beginning. A QEP will conduct all assessments according to ASTM E 1527-13 and consistent with EPA's AAI standard requirements, and ASTM E1903-19 standards. The City estimates that approximately 15 Phase I ESAs and 8 Phase II ESAs will be completed. The QEP, with the city's assistance, will complete program quality assurance documents

including the generic and site specific Quality Assurance Project Plans (QAPPs), quarterly progress reports in ACRES (if ACRES is required) and other related documents for the grant under this task.

TASK 4. Site Specific Cleanup Planning:

This task includes the creation of two site specific (hazardous) cleanup plans for redevelopment as well as implementation strategies for developing and utilizing resources. Information obtained will be used to evaluate the potential level of effort necessary to clean up the selected sites. The QEP will complete an analysis of brownfield cleanup alternatives for each site and/or work closely with the IDNR to evaluate cleanup alternatives and enrollment in Iowa's Land Recycling Program. Cleanup and redevelopment alternatives will emphasize the use of risk-based cleanup options (e.g., institutional/ engineered controls and exposure reduction remediation). Planning activities will likely include conducting design charrettes with project stakeholders to develop viable and sustainable solutions that the QEP shall attend and provide concluding documents of outcomes. The former Reliance Battery Factory site located at 813 22nd Avenue is likely a site specific cleanup location.

TASK 5. Planning Activities:

This task involves the creation of a Brownfields Revitalization Plan for the target area, which will incorporate site reuse assessment for each of the priority sites and how they influence the overall future of the target area. The plan will assist the City in responding to brownfield challenges (priority sites) and reflect the community vision identified in the *Bluffs Tomorrow 2030 Comprehensive Plan*. This task also includes, a Healthy Environment Assessment, which is a holistic approach to identify opportunities to create a healthier environment for residents in the Reliance Battery Block area that will be implemented in partnership with the QEP and the City.

5.0 Methodology

Each Phase I ESA must use standard methods to research the environmental condition of properties, coupled with professional judgment on research needs to meet the guidelines outlined in the American Society for Testing and Materials (ASTM) E1527-13, (or most current edition), *Standard Practice for Environmental Site Assessments* coupled with EPA's *Rule: Standards and Practices for All Appropriate Inquiries* (AAI).

Where available, interviews shall be conducted with the Fire Marshal, city and/or county health department officials, and property owners to compile information regarding past and current environmental conditions. A visit shall be made to the subject property to investigate any or all of the following, as required:

- Location of any known aboveground or underground fuel or bulk chemical storage tanks.
- On-site waste disposal practices.
- Evidence of unreported or unpermitted activities that are presently covered under local, state, or federal regulations.
- Location and description of existing structures.
- Photographs of selected areas.
- Use and management of hazardous and petroleum material.
- On-site presence of PCB-containing equipment.

- Location of buried septic systems, cesspool, evaporation pond, or other waste treatment units.
- Location of existing monitoring wells, drinking water wells, stock wells, and irrigation wells.
- Evidence of vegetative distress, soil discoloration, surface subsidence, or other environmental damage, if seasonal conditions permit such observations.
- Conduct an inspection of surrounding area.
- Identify possible sampling/analytical needs for Phase II ESAs.

Each Phase II shall evaluate potential concerns identified in the previously completed Phase I ESA. The Phase II ESAs must be tailored to meet site-specific needs based on current or future use of the property. At a minimum, this may involve limited sampling and analysis to confirm or rule out potential environmental concerns. The Phase II Invasive Site Investigation will follow guidelines, regulations and requirements of the designated lead regulatory agency, which the City of Council Bluffs initially anticipates will be the Iowa Department of Natural Resources. Phase II will also adhere to ASTM Standards for Phase II ESAs (ASTM Designation E1903-19), when applicable. Phase II work must also adhere to appropriate regulatory standards and may include identifying likely exposure pathways and characterizing risks to establish cleanup goals and to evaluate remediation options. Analysis of remediation options will be based on cleanup goals, methods, and costs considered acceptable by City of Council Bluffs representatives, the community, and/or state/federal regulators. As the Phase II work may indicate the need for remedial action, consultant will work with City personnel as needed on Land Recycling Program enrollment.

The EPA requires that all federally funded environmental monitoring and measurement efforts participate in a centrally managed quality assurance program. The consultant generating data under this quality assurance program has the responsibility to implement procedures to ensure that the precision, accuracy, and completeness of its data are known and documented. To meet this responsibility, EPA requires that each Brownfields Project prepare a written QAPP which must be submitted to and approved by the EPA prior to the commencement of sampling on each targeted brownfields site. Section 6.0 discusses QAPP's in further detail.

Additionally, the selected QEP must satisfy all aspects of the All Appropriate Inquiry (AAI) during the assessment process.

6.0 Quality Assurance

The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for this project. Proposals must describe and provide a rationale for selecting locations, types, quantities, and analyses of proposed samples. Proposals should also include general equipment and methods for proposed sampling and analyses with references to specific federal, state, and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations equal to or below applicable cleanup standards for future land use.

The consultant will prepare a Quality Assurance Project Plan containing required information for approval by EPA Region VII staff, per document EPA 540-R-98-038, *Quality Assurance Guide for Conducting Brownfield Site Assessments*, September 1998.

7.0 Community Outreach

The proposal should detail experience with public informational meetings and describe how community outreach activities will be conducted for this project. Successful candidate should include the following at a minimum:

- Assist the City with performing outreach and conducting public informational presentations/press events and associated materials to educate the public on the benefits of the City's brownfields program, to obtain selection criteria and prioritization of sites, and to share results of Phase I and II ESAs. At a minimum, two public informational presentations/press events are anticipated.
- Update and maintain brochures on tasks/sites to be assessed and/or results of assessment activities. At a minimum annual updates and a final update are anticipated.
- Prepare, display, and provide updates on information pertaining to the South Expressway Corridor area on the City's brownfields program webpage (www.revitalizecb.com), including refining redevelopment plans for the area if necessary. At a minimum annual updates and a final update are anticipated.

In addition, the proposal should specify the personnel to be involved in the on-site community outreach activities. The consultant must present information in layperson's terms and will include summaries of cleanup standards, assessment plans and results, and recommendations as they relate to brownfield project objectives and decisions. The proposal should describe the content or outline of the proposed Community Outreach.

8.0 Qualifications

The proposal will include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas.

- Managing and performing Environmental Site Assessments;
- Experience in Environmental Remediation and reducing health risks on residential redevelopment projects;
- Familiarity with Brownfields or equivalent processes should be described, giving examples of recent projects;
- Performing site remediation and closure feasibility assessments (to include estimating associated risks and costs);
- Working with federal and state regulatory agencies; and
- Providing community outreach.

In addition, Consultant shall have certified staff in the following areas:

- OSHA, 29 CFR 1910.120
- Iowa Certified asbestos inspector
- Iowa Certified lead-based paint inspector

9.0 Schedule and Costs

The proposal should include anticipated schedule and costs associated with all personnel assigned to the project. The schedule should include provisions for the City of Council

Bluffs to review and comment on draft deliverables, and preparation of the final documents.

The work completed under this request for proposals is expected to be funded with funds from the EPA. Neither the United States nor any of its departments, agencies or employees is, or will be, a party to this agreement or any lower-tier sub agreement. This agreement is subject to regulations contained in 40 CFR Part 35 Subpart O in effect on the date of the assistance award for this project.

10.0 Submission Requirements

The deadline for submittal in response to this solicitation is 12pm. CST on Wednesday, November 25, 2020.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of this RFP. To achieve a uniform review process and to obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below:

1. **Title Page:** List the name of the firm or firms included in the proposal, including their addresses, contact numbers, name of the primary contact person and the date.
2. **Firm History:** Provide a brief history of the firm or firms that demonstrates history and experience in conducting activities outlined in Section 8.0 of this RFP.
3. **DBE Status:** State the firm's status as a Disadvantaged Business Enterprise (DBE) or non-DBE and if a DBE subcontractor is being included as part of the response. If the firm is claiming DBE status for itself or a subcontractor, valid certification must be included in the response. Neither the Respondent nor a subcontractor will be considered a DBE without valid certification submitted as part of the response.
4. **Project Team Description:** Explain the proposed project team and their qualifications, including an organizational flow chart identifying the lead firm and all key project team members and demonstration that each team member is qualified to perform the assigned role and tasks. Identification and qualifications of all proposed subcontractors shall be included, detailing the services that they will be providing.
5. **Firm Qualifications:** List firm qualifications and related experience, with references, demonstrating the firm's capabilities related to providing services described in the Scopes of Services.
6. **Previous Project Experience:** Provide a description of at least three of the most similar projects that the firm has undertaken. In particular, projects involving environmental assessment of former industrial properties which have redeveloped residentially.
7. **References:** Provide the names and contact information of individuals who would be references for similar projects. *(Limit 3 references per firm included in the project team).*
8. **Description of Project Understanding and Scope:** A detailed description in both narrative and graphic form as necessary should be provided that outlines how the firm or firms would propose to accomplish the tasks outlined in this RFP.
9. **Cost Detail:** Budget information should be provided in a line-item format that includes direct labor (itemized by hourly rates) and other direct costs (including travel, lodging, meals, subcontracting, printing, etc.). Provide a summary tabulation as well as a breakdown of costs per task, including estimated costs for Phase I and

II ESAs. As part of the cost proposal, also provide hourly rates, by personnel, for additional services.

10. **Project Timeline:** The consultant shall provide a schedule for the work tasks and deliverables set forth in this RFP. The City wishes the project to be completed within 45 months of project initiation. Should the firm wish to suggest a longer time-frame, this may be considered as long as the consultant is able to provide a reasonable rationale consistent with the intent and scope of this RFP for an extended project period.
11. **Firm Availability & Capacity:** A statement of the firm's availability to begin the project and the capacity of the firm with respect to other projects that are under contract that may affect the timely completion of the work outlined in this RFP.

The proposals shall be limited to 50 pages total. Submissions exceeding this limit will not be considered.

11.0 Evaluation of Proposals

Proposals will be evaluated using a 100 point evaluation system. The following criteria will be used to evaluate proposals received and each criterion will be assigned points up to the maximum number of points that have been allocated to each criteria.

- **Qualification of Firm or Firms:** The successful proposal will be evaluated on the basis of experience in performing similar assessment projects. Particular attention will be focused on the degree and extent to which people from the firm or firms who are assigned to this project have participated in similar projects. (50 points)
- **Project Understanding:** Proposals will be evaluated on the basis of the accuracy and thoroughness that the consultant demonstrates related to the objectives of the project and how well the consulting firm demonstrates an understanding of what the City seeks to accomplish with this project. (10 points)
- **Costs:** Costs associated with all personnel assigned to the project and the costs per task, including estimated costs for Phase I and II ESAs. Final costs will be negotiated with the selected firm upon submittal of a detailed work plan. (20 points)
- **Project Approach:** Consulting firm(s) will be evaluated on how well the proposal addresses Tasks 1 through Task 5 of the Scope of Services in this RFP and will evaluate the time necessary to complete the tasks. In particular, inclusion in the response of convincing scientific/logical strategies and processes, to include innovative approaches as applicable. (15 points)
- **Quality of Work:** Consulting firm(s) will be evaluated on the quality, quantity, timeliness and value for work described in this RFP and as determined from references provided by the consultant. (5 points)

12.0 Consultant Selection Process

The proposals considered in the selection process will be evaluated by the City of Council Bluffs Community Development Department staff.

The selection process is initiated with the opening of the proposals to be considered in the selection process. The City staff will review the proposals submitted and will evaluate the proposals based on the evaluation criteria identified in the Request for Proposals. The selection committee will make their recommendations to the Mayor and City Council. All

proposals should be submitted in their final form with all required information. It should not be assumed that there will be an opportunity for submittal of additional information.

City staff may elect to interview any respondent submitting a proposal and may ask any respondent to supplement the proposal with material or information deemed appropriate by City staff. If City staff requires information and/or clarification, the applicable Respondent(s) will be contacted by phone to provide the information and/or clarification over the phone or to schedule an interview. Following the evaluation of the proposals, City staff may then recommend to interview a minimum of two (2) of the top rated Respondents. The interviewed Respondent's point values or ratings are subject to change based upon the interview. The City, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal. Due to the COVID-19 pandemic, interviews may be scheduled via video or web conferencing.

Following the final stage of the evaluation, the City may negotiate with the highest rated Respondent the contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Respondent.

13.0 Schedule

The anticipated timeline for this RFP is as follows and subject to change without notice:

October 15, 2020 Distribute Request for Proposals

November 6, 2020 – Questions on RFP due

November 10, 2020 – City Staff will post question responses

November 25, 2020 Request for Proposals DUE at 12pm, CST

November 26 – December 3, 2020 City Staff Review Proposals and Interviews by City Staff with Firms. Due to the COVID-19 pandemic, interviews may be scheduled via video or web conferencing

December 4, 2020 City Staff Recommendation

December 14, 2020 Mayor and City Council Award/Approval

14.0 Contract Negotiations

Once the City has selected a consultant based on the Respondents' proposals, the City will negotiate a contract with the selected Respondent. If the City and selected firm reach an agreement, the contract will be referred to the Mayor and City Council for approval and execution. If no agreement can be negotiated, the Mayor and City Council will be asked to select another Respondent.

Any contract will not be considered valid until approved by City Council and executed by the Mayor of the City of Council Bluffs.

15.0 Contract Term

The successful Consultant and their team is expected to begin work immediately upon execution. The Contract shall remain in effect for 45 months, sufficient to complete the original scope of work.

16.0 Insurance

The firm shall carry and maintain during the life of the Contract insurance as follows:

General Liability Policy: limits of not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 Aggregate. The Commercial General Liability provides: (1) Bodily Injury and Property Damage Liability; (2) Personal and Advertising Injury Liability; (3) Contractual Liability covering this contract; (4) Independent Firm's Liability; (5) Premises and Operations, with the City of Council Bluffs named as Additional Insured; (6) Completed Operations.

Umbrella or excess liability policy: at least \$1,000,000.

Workers' Compensation Policy: Per Statute Minimums

Auto Liability: \$1,000,000 Combined Single Limit

Professional Liability/ Lead Liability: If applicable, in an amount and with coverages acceptable to the City

Contractor Pollution Liability: If applicable, in an amount and with coverages acceptable to the City

Firm, and any Subcontractors utilized by firm herein, shall obtain insurance naming the City of Council Bluffs as additional insured in the minimum amounts and areas of coverage as stated in this section and shall maintain such coverage throughout the duration of this agreement. Prior to commencing any work or services in accordance with this agreement, firm, and any Subcontractors utilized by firm herein, shall provide a current Certificate of Insurance as part of this agreement AND the City shall have accepted the same by written approval to firm and/or Subcontractor.

The Certificate of Insurance must stipulate 30 days' notice of cancellation from the insurance company. Furthermore, firm, and any Subcontractors utilized by firm herein, agree and understand that any subrogation under the agreement is hereby waived in favor of the City in firm's General Liability policy. Firm shall not alter or otherwise change any current insurance coverage submitted under this agreement without prior written approval from the City.

General Liability: The firm's General Liability policy shall provide a per location and per project aggregate pursuant to this section. The firm's insurance coverage shall be primary and noncontributory to any valid and/or collectible excess insurance coverage carried by or available to the City.

17.0 Disadvantaged Business Enterprises (DBEs)

The City encourages qualified DBEs, i.e. Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), to respond to this RFP. The City of Council Bluffs also encourages RFP Respondents to identify and include qualified DBE subcontractors in their response.

When use of subcontractors is contemplated, the consultant selected will make a good faith effort to assure that minority firms, women's business enterprises, and labor surplus firms are used when practicable.

The Respondent shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit their valid certification as part of their response.

18.0 General Terms, Conditions and Exceptions

This Request for Proposals does not commit the City to award a contract. The City reserves the right to accept or reject part of a proposal, any or all proposals received, to negotiate with qualified Respondents, or to cancel the RFP. The City reserves the right to alter, amend, or modify any provision of this RFP or the consultant selection process, or waive irregularities in procedures related to the RFP, at any time prior to the award of a Contract, if it is in the best interest of the City of Council Bluffs to do so. The City reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept. Proposal prices shall be maintained through the evaluation period.

The City of Council Bluffs shall only consider responsible firms who have the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements of the contract. The City may also consider references and other information available to the City, whether specifically provided by the respondent or otherwise.

The City reserves the right to make inquiries as deemed necessary of Respondents and their references and clients regarding qualifications and information submitted as part of their proposals. The City may require the Respondent to submit additional data or information the City deems necessary to substantiate the costs presented by the Respondent. The City may also require the Respondent to revise one or more elements of its proposal in accordance with contract negotiations.

The City will not be liable for any costs incurred by the respondents in replying to this Request for Proposal. The City is not liable for any costs for work or services performed by the selected Respondent prior to award of the Contract. Total liability of the City of Council Bluffs is limited to the terms and conditions of this request and any resulting Contract.

In the event the selected Respondent(s) do not enter into the required agreement to carry out the purposes described in this RFP, the City of Council Bluffs may commence negotiations with another Respondent.

The successful consultant will assume sole responsibility for the complete project as required in the contract. The City of Council Bluffs will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project.

The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through the U.S. Environmental Protection Brownfields Areawide Hazardous Substances Assessment Grant. The consultant must take into account compliance with all applicable regulations in 40 CFR Part 31. Consultants are advised to review all applicable federal regulations prior to submitting a proposal.

19.0 Proposal Submissions

To respond, provide one unbound original and two copies and one electronic copy in PDF format of the proposal on or before 12:00pm, CST, Wednesday, November 25, 2020. The City of Council Bluffs will accept mailed or delivered submittals. Facsimile or email submissions will not be accepted. The method of transmission will not influence evaluation of your response.

Mailed responses can be sent to:

Dessie Redmond, Housing & Economic Development Planner
City of Council Bluffs
209 Pearl Street
Council Bluffs, IA 51503

The office is available for deliveries: Monday through Friday 8:00am-12:00pm and from 1:00pm to 5:00pm.

Late submissions will not be accepted or considered. All submissions become the property of the City and are a matter of public record.

Council Bluffs retains the right to modify this request. Announcements or addendums to this request will be posted on the City website (<http://www.councilbluffs-ia.gov>).

20.0 Due Date and Time

On or before 12:00 pm CST on Wednesday, November 25, 2020

21.0 Questions

All questions regarding the RFP should be submitted by email on or before 5:00pm CST on November 6, 2020 to:

Dessie Redmond, Housing & Economic Development Planner
DRedmond@councilbluffs-ia.gov

Attachments

1. Council Bluffs EPA Hazardous Substance Cooperative Agreement Work Plan
2. Map of target area and priority sites